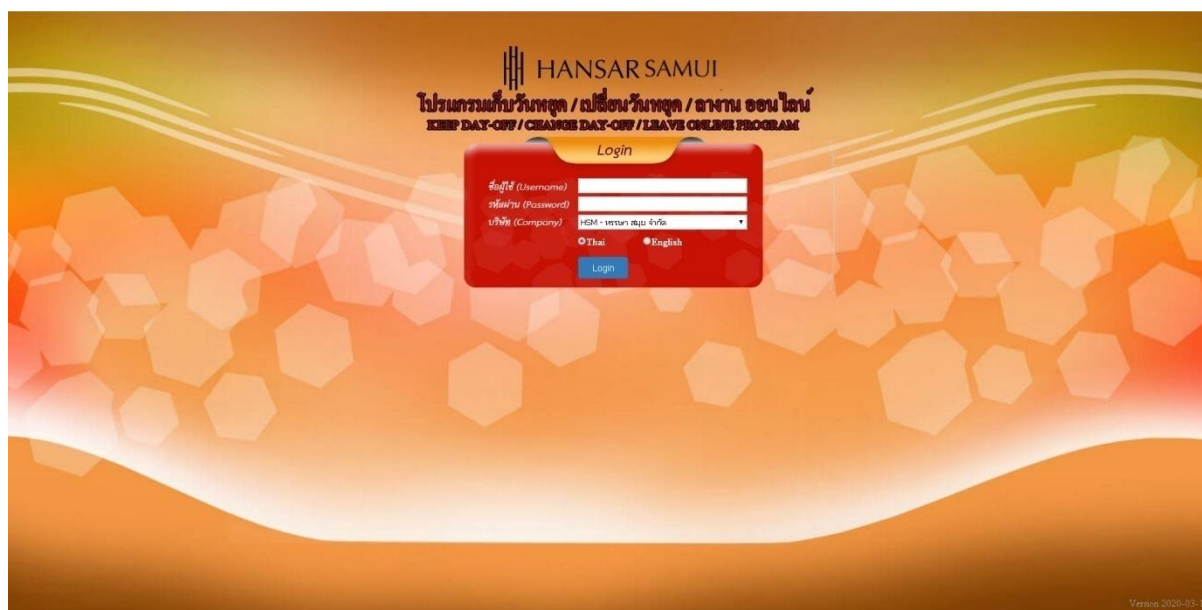




คู่มือการใช้โปรแกรมลางาน ออนไลน์ สำหรับหัวหน้าแผนก (ภาษาอังกฤษ)

MANUAL of LEAVE ONLINE PROGRAM for HOD (English)



Contents

(You can click on a topic and the system will bring up the manual window you want to browse)

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How to Leave Request

When recording a leave request, it is recommended that the employee record the leave before taking the leave, or they will be absent from work. This can separate leave types as follows.

ลาพักร้อน = Annual leave

ลาป่วย = Sick Leave

ลากิจ ได้รับค่าจ้าง = Errand leave

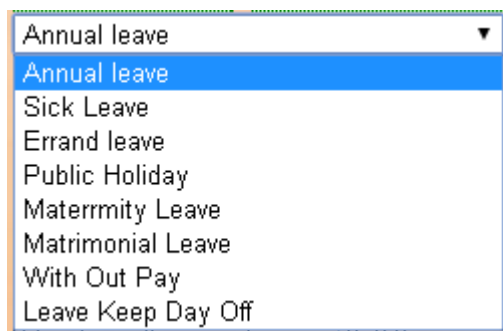
ลानักชัตฤกษ์ = Public Holiday

ลาคลอดได้รับค่าจ้าง = Maternity Leave

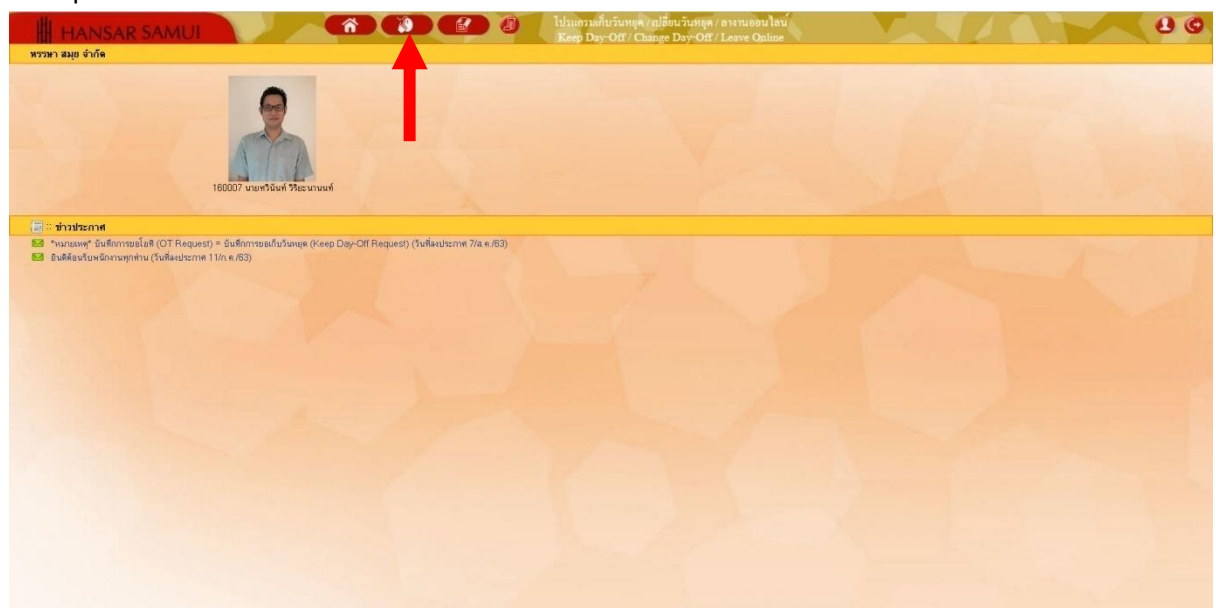
ลาคลอดไม่ได้รับค่าจ้าง = Matrimonial Leave (With Out Pay)

ลาไม่รับค่าจ้าง = With Out Pay


ลาเก็บวันหยุด = Leave with Keep Day-Off

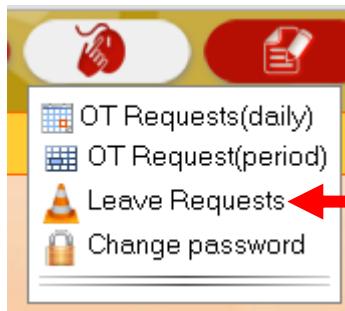


1. On top click at the icon menu

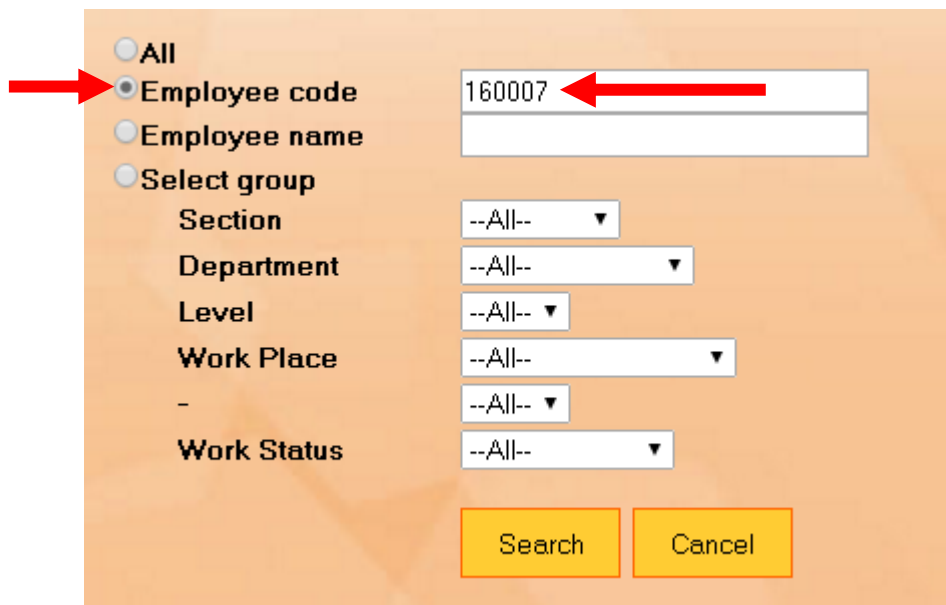


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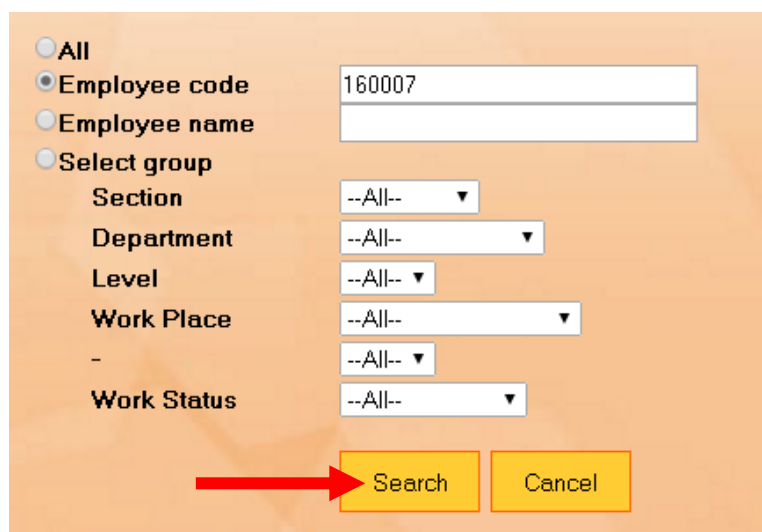
2. After that click at  Leave Requests



3. After that, click at **“Employee code”** and put your Employee ID into the white box. (But if we choose all we will also see the employees in the department.)

A screenshot of a search form on an orange background. On the left, there are four radio buttons: 'All', 'Employee code', 'Employee name', and 'Select group'. The 'Employee code' radio button is selected, and a red arrow points to it from the left. To the right of the radio buttons are several input fields: a text box containing '160007' with a red arrow pointing to it from the right, a text box for 'Employee name', and several dropdown menus for 'Section', 'Department', 'Level', 'Work Place', '-', and 'Work Status', all showing '--All--'. At the bottom right are two yellow buttons: 'Search' and 'Cancel'.

4. After that click at 

A screenshot of the same search form as in the previous image. The 'Search' button is now highlighted with a red arrow pointing to it from the left. The 'Employee code' radio button remains selected, and the text '160007' is still in the text box. The other elements of the form are the same as in the previous image.

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5. As shown in the figure below.

The screenshot shows the 'Leave Requests' form for employee MR. Test Alljob. The form includes fields for Employee name, Reason (Annual leave), Remark, Start date (03/09/2020), End date (03/09/2020), and Type of leave (Full-day leave). A table below the form lists several leave requests with columns for Date, Print, Code, Reason, Start date, End date, Start time, End time, Total day, Total time, Status, Leave Without pay, Type of leave, Remark, and Save date.

Date	Print	Code (Name - surname)	Reason	Start date	End date	Start time	End time	Total day	Total time	Status	Leave Without pay	Type of leave	Remark	Save date
14/Sep/20		99999 Test Alljob	Leave Keep Day Off	14/Sep/20	14/Sep/20	:	:	0	08:00	Approved	With pay	Full-day leave	MR. Test Alljob 13082020	24/Aug/20 99999MR. Test Alljob
7/Sep/20		99999 Test Alljob	Leave Keep Day Off	7/Sep/20	7/Sep/20	:	:	0	08:00	Approved	With pay	Full-day leave	MR. Test Alljob 06092020	26/Aug/20 99999MR. Test Alljob
4/Sep/20		99999 Test Alljob	Leave Keep Day Off	4/Sep/20	4/Sep/20	:	:	0	08:00	Not Approved	With pay	Full-day leave	MR. Test Alljob	29/Aug/20 99999MR. Test Alljob
31/Aug/20		99999 Test Alljob	Leave Keep Day Off	31/Aug/20	31/Aug/20	:	:	0	08:00	Not Approved	With pay	Full-day leave	MR. Test Alljob 30082020	29/Aug/20 99999MR. Test Alljob
28/Aug/20		99999 Test Alljob	Ernard leave	28/Aug/20	28/Aug/20	:	:	1	:	Not Approved	With pay	Full-day leave	MR. Test Alljob	21/Aug/20 99999MR. Test Alljob
28/Aug/20		99999 Test Alljob	Annual leave	28/Aug/20	28/Aug/20	:	:	1	:	Not Approved	With pay	Full-day leave	MR. Test Alljob	26/Aug/20 99999MR. Test Alljob

6. First time: the employee to click on our name on the corner of left menu first.

This screenshot is identical to the previous one, but includes a red arrow pointing to the employee name 'MR. Test Alljob' in the left-hand menu area of the form.

7. After that, observe the channel Employees who request leave will show our name and show date of Leave Request and our work shift.

Employee name : 99999 : MR. Test Alljob : date 03/09/2020 Shift Code N090 Time in 09:00 out18:00

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8. At the **“Reason”** Please select reason.

Reason :

- Annual leave
- Annual leave
- Sick Leave
- Errand leave
- Public Holiday
- Materrmity Leave
- Matrimonial Leave
- With Out Pay
- Leave Keep Day Off
- Pending all request



9. After that at the table below. Will show up the right to request that leave for us. If we take more than of the right to leave in the system will not allow saving.

Entitled Annual leave	1 -0:0 0 -0:0 (Previous Year Current Year)
Used	0 -0:0
Remaining	1 -0:0
Pending Annual leave request	0 -0:0
Pending all request	0 -0:0

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10. After that, include a reason for leaving. To be used in consideration in approving leave (Anyone who doesn't wear it might not be considered on leave).

Remark :

11. After that, select the leave start date and end of leave date.

Start date :

End date :

12. After that at the channel "**Tasks assigned to**" If you leave to work then there are people responsible replace. You can enter the name of the assignment next to you in this box. But if there is no space, you can skip it.

Tasks assigned to :

13. At the "**Type of leave:**" Please choose the kind we will leave.

Type of leave :

- Full-day leave
- Part-time leave
- First-half day leave
- Second-half day leave

= leave work all day.

Type of leave :

Start time

End time

Total

= Leave Period time.

= Leave work only in the morning.

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Second-half day ▾

= Leave work only in the afternoon.

14. After that, Shift Order 1, do not need to change any value.

Shift order 1 Shift order 2

15. After that, we will not be able to select this channel ourselves. The system will choose to follow the Reason.

With Pay Without pay

16. When everything is in complete, press the button

Save leave

Please fill in leave details Show delete records

Employee name: 99999 - MR. Test Alljob | date 03/09/2020 Shift Code N090 Time in 09:00 out 18:00

Reason: Annual leave

Entitled Annual leave	1-00 0-00 (Previous Year Current Year)
Used	0-00
Remaining	1-00
Pending Annual leave request	0-00
Pending all request	0-00

Remark: Stomachache

Tasks assigned to:

Start date: 03/09/2020

End date: 03/09/2020

Type of leave: Full-day leave ▾

Shift order 1 Shift order 2

With Pay Without pay

01/01/2020 31/12/2020 --All--

17. After that system will pop-up show **"Save complete"** Please click at

ตกลง

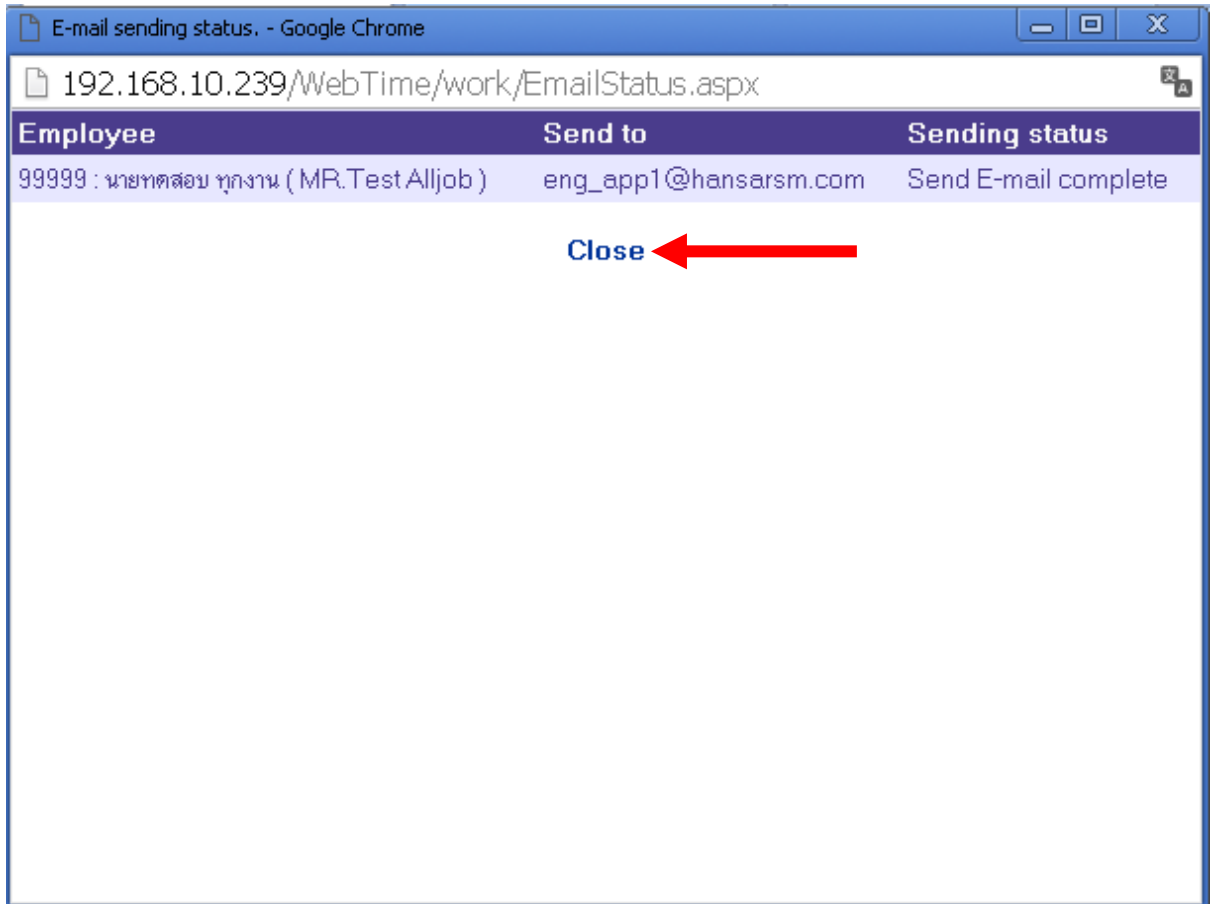
192.168.10.239 บอกว่า:

Save completed.

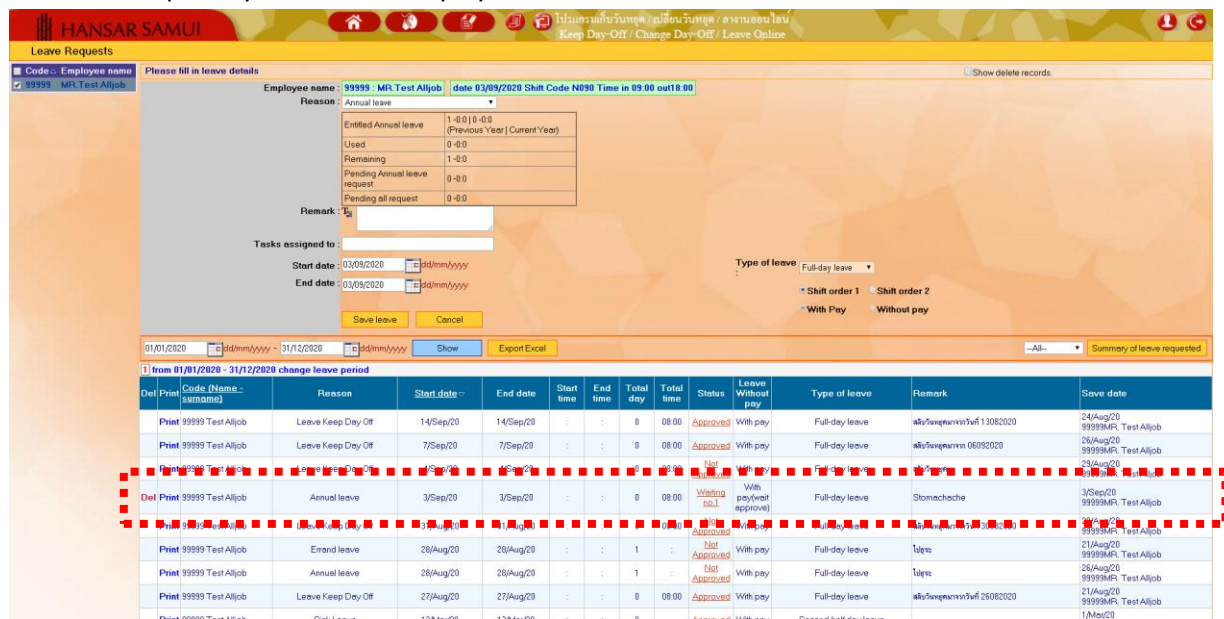
ตกลง

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18. After that, the system will show that has sent an email to your department head to approve the request to collect holidays, then click on **“Close”**.



19. Our Leave request system will be displayed as a list.



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Meaning of each channel

Del = for delete our leave (Can be deleting only before the head of department approve only. If the department head approves it, it cannot be deleting. Notify the HR department to delete our worksheet first Then key into the new system)

Print = Can print your leave request

Code (Name - surname) = Show staff ID, Name of Staff and Surname of Staff

Reason = Reason of leave

Start date = Start date to leave

End date = End date to leave

Start time = It will be shown only if we have selected the Leave type of period time.

End time = It will be shown only if we have selected the Leave type of period time.

Total day = It will show only when the Human Resources Department has processed the leave for us.

Total time = the total time we asked for leave.

Status = It informs us that has your department head approved your request?

Leave Without pay = It shows that you leave request "With Pay" or "With Out Pay".

Type of leave = It shows our type of leave (Full Day, Interval, First Day, Last Day).

Remark = the reason for requesting a Leave record.

Save date = as to inform that on what date were our worksheets saved and who saved them?

Leave work will not be able to go back to modify your leave. Therefore, if you make a mistake or change your mind, we will have to remove our old letter and do a new one. (But must be deleted only before the HOD approves first If the HOD has have approve done, he must notify the Human Resources Department to take action.)

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How to Delete Leave Request

20. At the first of your Leave request please click at **Del**

Del	Print	Code (Name - surname)	Reason	Start date	End date	Start time	End time	Total day	Total time	Status	Leave Without pay	Type of leave	Remark	Save date
		99999 Test Alljob	Leave Keep Day Off	14/Sep/20	14/Sep/20	:	:	0	08.00	Approved	With pay	Full-day leave	สมัครงานวันที่ 13/02/20	24/Aug/20 99999MR. Test Alljob
		99999 Test Alljob	Leave Keep Day Off	7/Sep/20	7/Sep/20	:	:	0	08.00	Approved	With pay	Full-day leave	สมัครงานวันที่ 06/02/20	25/Aug/20 99999MR. Test Alljob
		99999 Test Alljob	Leave Keep Day Off	4/Sep/20	4/Sep/20	:	:	0	08.00	Not Approved	With pay	Full-day leave	สมัครงาน	23/Aug/20 99999MR. Test Alljob
Del		99999 Test Alljob	Annual leave	3/Sep/20	3/Sep/20	:	:	0	08.00	Waiting on L	With pay(wait approve)	Full-day leave	Stomachache	3/Sep/20 99999MR. Test Alljob
		99999 Test Alljob	Leave Keep Day Off	31/Aug/20	31/Aug/20	:	:	0	08.00	Not Approved	With pay	Full-day leave	สมัครงานวันที่ 30/02/20	23/Aug/20 99999MR. Test Alljob
		99999 Test Alljob	Erased leave	28/Aug/20	28/Aug/20	:	:	1	:	Not Approved	With pay	Full-day leave	ไม่ระบุ	21/Aug/20 99999MR. Test Alljob
		99999 Test Alljob	Annual leave	28/Aug/20	28/Aug/20	:	:	1	:	Not Approved	With pay	Full-day leave	ไม่ระบุ	25/Aug/20 99999MR. Test Alljob
		99999 Test Alljob	Leave Keep Day Off	27/Aug/20	27/Aug/20	:	:	0	08.00	Approved	With pay	Full-day leave	สมัครงานวันที่ 26/02/20	21/Aug/20 99999MR. Test Alljob
		99999 Test Alljob	Erased leave	13/Mar/20	13/Mar/20	:	:	0	08.00	Approved	With pay	Special leave		11/May/20

21. When the system shows that **"Confirm delete?"** click at **ตกลง**

192.168.10.239 บอกว่า:

Confirm delete?

ป้องกันหน้านี้จากการสร้างการโต้ตอบเพิ่มเติม

ตกลง ยกเลิก

22. When the system shows that **"Delete complete"** click at **ตกลง**

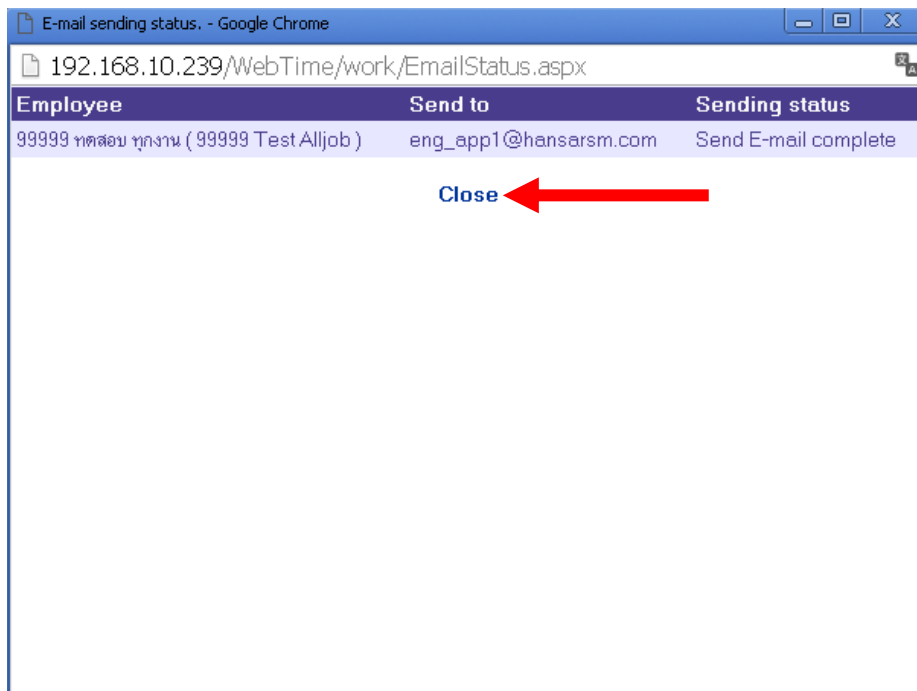
192.168.10.239 บอกว่า:

Delete complete.

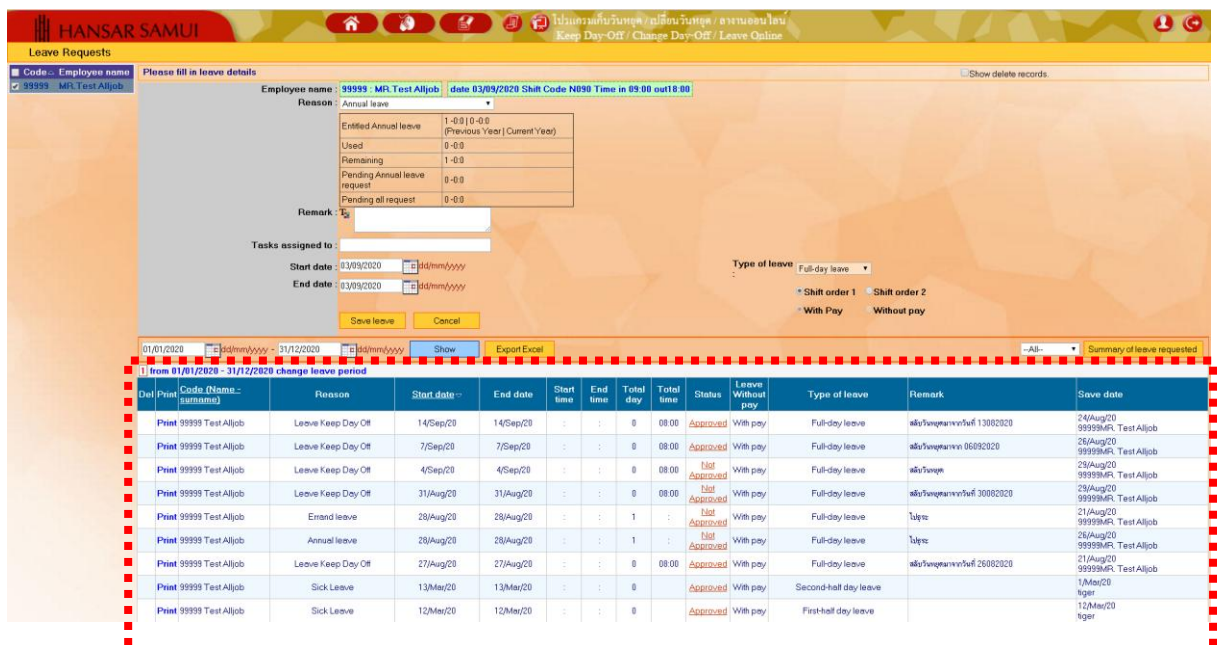
ตกลง

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23. After that, the system will show that has sent an email to your department head to that we removed the leave, then click on **“Close”**.



24. Your leave request will be removed from the system.



----- Finish -----